

CONTINUITY OF OPERATIONS/CONTINUITY OF GOVERNMENT PLAN

Example Executive Summary

XXXX Department Continuity of Operations/Continuity of Government Plan *Executive Summary*

Background

The XXXX Department has completed the initial Continuity of Operations/Continuity of Government (COOP/COG) plan in accordance with Executive Order S-04-06. The plan as developed represents an update of the internal plan first developed in XXXX.

A viable COOP/COG plan for the XXXX Department is critical to support the departments' ability to both restore capabilities as a state agency while also being tasked to direct the response of our Department during times of emergency. In the event of catastrophic emergency, in addition to restoring departmental functions, the department will also be tasked to provide support and resources to safeguard the citizens of California.

(Add other departmental info as appropriate and if relevant), e.g., number of personnel, number of district offices, equipment

Emergency Plans & Procedures

The XXXX Department's mission is to, In addition, the Department provides support to the state during disasters and events as identified in our ... (emergency response plan(s) and Administrative Orders). These procedures and plans form the baseline for response to COOP/COG requirements, but are leveraged with specific information related to COOP/COG.

The COOP/COG plan is being integrated into the overall list of operational and emergency plans that is reviewed and updated annually. In addition, upon approval of the Departmental plan completed using the OES template, our department will test and exercise this plan to ensure accuracy and effectiveness.

(Add any specific info here)

Essential Functions

While the full plan for restoring and sustaining all essential functions continues to develop, the Department has identified the essential functions and continues to refine the plans for restoration of these functions. These areas include.....

As outlined above, concurrent with the activities to restore operations within the department, there is a high likelihood the department will also be required to provide support to communities and local government concurrent with COOP/COG activities. The process of completing the COOP/COG plan has provided the opportunity to identify the staffing, data, and other resource requirements to restore and sustain these functions in the event of a catastrophic event.

(Add any specific info here)

Line of Succession/Delegation of Authority

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The line of succession and delegation of authority has been established for key positions within the department in the COOP/COG Plan. In addition to identifying lines of succession and delegation of authority for the senior leadership of the department, the COOP/COG also contains succession and delegation planning for all critical staff functions to ensure the ability of the department to meet the emergency response needs of the state concurrent with restoring functionality of the agency.

(Add any specific info here)

Alternate Operating Facilities

The Department currently has XX primary and XX alternate locations that are fully functional and capable of operating as an alternate facility. These facilities are located in The geographic dispersion of these locations ensures the ability of the department to effectively restore operations quickly.....

The plan addresses how the department will implement our relocations procedures to ensure critical functions are not disrupted or the least disruption occurs. This is achieved by...

(Add any specific info here)

Interoperable Communications

The Department maintains communications by..... The Department has a backup for our network that is

(Add any specific info here)

Protection of Government Resources, Facilities, and Personnel

The initial plan addresses the protection of government resources, facilities, and personnel from (two) perspectives, the Headquarters and field offices. This is achieved by

The planning factors to safeguard personnel, while meeting the minimum requirements for COOP/COG, will be further refined and clarified during the upcoming year with the completion of additional plans or planning efforts (e.g. pandemic, etc.)

(Add any specific info here)

Safeguarding Vital Records and Databases

The maintenance of the majority of Departmental records and databases is mandated by the Most personnel and materiel data is maintained on redundant systems such as....., and as such remains remotely accessible when needed.

(Add any specific info here)

Tests, Training, and Exercises

The Department routinely conducts tests, training, and exercises by.....

The Department has developed an exercises plan for COOP/COG that involves

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(Add any specific info here)

Devolution of Command and Control

The Department's COOP/COG plan includes both a succession and triggers for the Transfer of Responsibility (TOR) when needed. In addition, the Department has addressed this requirement by

(Add any specific info here)

Reconstitution

The Department plan contains the necessary actions and activities to effectively reconstitute normal operations following a COOP/COG event. The Department has planned for and will practice the relocation of headquarters and the transfer of responsibilities to support the need to relocate during disasters and events. The COOP/COG plan utilizes the processes, procedures, and skills incorporated in the our Department's tasks for reconstitution.

(Add any specific info here)

Summary

The Department recognizes the need for an effective COOP/COG plan. The Department had basic COOP/COG plans dating to XXXX which have undergone improvements and revisions.

(Add any specific info here)

Signature Block: Agency Secretary, Department Head or Designee